

June 6, 2003

TO: Abbott Chief School Administrators  
Abbott Early Childhood Supervisors  
Directors of Abbott Preschool Program Private Provider Agencies

FROM: Ellen Frede, Ph.D., Assistant to the Commissioner  
Office of Early Childhood Education

David Heins, Deputy Commissioner  
Department of Human Services

SUBJECT: Procedure for Determination of Termination of Contracts

The Department of Education (DOE) and the Department of Human Services (DHS) have developed the procedures below to assist both agencies in conjunction with the Abbott school district and the contracting community provider agency in determining the necessity for terminating a preschool contract.

- The district shall notify the district liaison at the DOE once a district has become aware that a provider may be in breach of the contract.
- The DOE representative shall contact a DHS representative with the information, and establish a date and time to meet with the district to discuss the situation. The provider may also be invited to attend to discuss the issues.
- Based on the facts presented at the meeting, a plan of action will be developed for obtaining additional information from the provider. This may also include establishing a time to meet with the provider to discuss the issues in question.
- The time frame for obtaining this information will be included along with a date for a follow-up meeting to review the documentation.
- The plan of action will be put into writing by the district, and a copy will be sent to the DOE, DHS, and the provider. The time frame for obtaining this information will be included along with a date for a follow-up meeting to review the documentation.
- An arrangement shall be discussed and determined for the placement of children in the event the contract between the district and the provider is terminated.
- If the provider fails to meet the goals outlined in the plan of action, then the termination procedures outlined in the executed contract will be enacted.

- The provider shall have the opportunity to appeal the final decision of the district; Department of Education and Department of Human Services shall use the procedures outlined in the document titled Informal Dispute Resolution Process for Private Providers.

Please note: This process shall not be used in the event that allegations of child abuse are brought against the provider. Procedures are outlined by the Department of Human Services, Office of Licensing, for handling allegations of child abuse.

If you have any questions about the process detailed above, please contact your district liaison from the Department of Education at (609) 777-2074, or Terri Buccarelli from the Department of Human Services at (609) 984-5321.

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c:      Gordon MacInnes  
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         Terri Buccarelli  
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